

1. RECORDS PLAN (Check one): <input type="checkbox"/> Initial <input type="checkbox"/> Revised		2. DATE PREPARED:		3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.):			SHEET ____ OF ____ SHEETS	
4. CUSTODIAN:			5. PHONE NUMBER:	6. BLDG. NO.:	7. RM NO.:	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.):	9. SIGNATURE OF APPROVING OFFICIAL:	
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT				12. DISPOSITION INSTRUCTIONS			13. DISPOSITION AUTHORITY

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**INSTRUCTIONS FOR RECORDS PLAN
MSFC FORM 2441**

1. **Initial** (first plan submitted for this group of records at this location); **Revised** (change to an existing plan).
2. **Date Prepared:** Self-explanatory.
3. **Office of Responsibility** (title and organization code of organizational element maintaining the records).
4. **Custodian:** Name (and organization code if different from block 3) of person maintaining the records.
5. **Phone Number:** Telephone number of Custodian.
6. **Bldg No.:** Building number of Custodian.
7. **Rm No.:** Room number of Custodian.
8. **Location of Records** (building and room number where the plan's identified records are located; this is either the same or different from blocks 6 and 7).
9. **Signature of Approving Official:** Signature of manager, supervisor, or lead for the organizational element maintaining the records.
10. **AFS No.** Based on the type of record, locate its Schedule and Item number in the NARA Records Retention Schedules (NPG 1441.1). This item will reference the appropriate Agency Filing Scheme (AFS) series number. (If records are new and cannot be correlated either by general or specific item number to an existing schedule and item, contact the MSFC Records Manager for assistance in proposing an appropriate item and retention period.)
11. **Records Title, Description, and Filing Arrangement.** Title of the item as stated in the appropriate schedule of NASA Records Retention Schedules (NRRS, NPG 1441.1), description of the particular record(s) and how it is arranged regardless if hard copy or electronic (subject, chronologically, by contract number, etc.).
12. **Disposition Instructions.** Description of when records are cut off and how they are handled (transferred to ..., destroyed when ..., etc.); this information is provided in the retention column for each schedule and item in the NRRS.
13. **Disposition Authority.** The authorized disposition stated in the NASA Records Retention Schedules (NRRS, NPG 1441.1), which may be stated as NRRS Sch. X/X, where X/X is the appropriate schedule and item number; e.g., *NRRS 8/5A(2)*.

A continuation page is provided if the plan requires more than one page (number pages accordingly). Send approved plan through organizational Records Liaison Officer (RLO) to MSFC Records Manager for concurrence (leave adequate space for concurrence signature at bottom of last page). The RLO should be consulted for assistance in preparing the plan if necessary.